



April XX, 2011

The Honorable XXXX XXXX
United States [Senate/House of Representatives]
XXXXXXXXXXXX
XXXXXX, XX XXXXX-XXXX

Dear XXXXX:

As [an AmeriCorps Program Director] in your [state/district/city], I am pleased to announce an exciting opportunity for you to recognize the important work of AmeriCorps members and engage and educate community members in your [state/district/city]. On **May XX, at X:XX pm**, AmeriCorps members in your [state/district/city] will be hosting a community roundtable at [LOCATION] as part of AmeriCorps Week 2011. I would like to invite you to participate in this event and discuss the role of volunteerism and the important contributions of AmeriCorps members in your [state/district/city].

AmeriCorps Week Roundtable
May X, X:XX pm
[LOCATION]

We hope you can attend this event. I look forward to following up personally with your staff to provide more details. If you have any questions about AmeriCorps Week, please do not hesitate to contact me at (XXX) XXX-XXXX or XXXXX@XXX.XXX.

Thank you for your continued support of AmeriCorps and the Corporation for National and Community Service.

Sincerely,

XXXX XXXX